Under the supervision of the Tutor Coordinator, the Tutor Graduate Assistant supports the design, implementation, coordination, and delivery of tutorial assistance to SJSU students. This person serves as a role model and mentor to student staff in Peer Connections and helps maintain a safe and productive learning environment for peer educators and students.

Responsibilities:

- Assists the Tutor Coordinator and tutor leads (student staff) with planning and facilitating meetings and College Reading & Learning Association (CRLA) certified tutor training
- Conducts tutoring observations and provides feedback to tutors on their skills
- Assists the Tutor Coordinator with coordinating the day to day aspects of running the tutoring program (e.g. maintaining records, assisting with scheduling conflicts, etc.)
- Assists in the collecting and arranging of data, developing source materials, and preparing reports to enhance the tutoring program
- Tutors at least one 2-hour shift per week in Peer Connections in subject(s) of their choice
- Clarifies Peer Connections policy to student staff when appropriate
- Assists tutors in planning, organizing, and attaining their educational goals
- Participates in Peer Connections meetings, student staff training, and outreach activities

Qualifications:

- Must be a current San José State University graduate student
- Experience tutoring college students and/or adult learners
- Experience supporting students within a diverse student population
- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty
- Excellent written communication skills
- Ability to perform in a detail-oriented, fast paced, team environment
- Working knowledge of software applications and technology

Preferred Qualifications:

- Group workshop/training facilitation or classroom teaching experience
- Cumulative GPA of 3.0 preferred
- CRLA Level 1, 2, or 3 tutor certification

Commitment, Training, and Salary Range:

This position is a one or two semester commitment (2 semester preferred). The Graduate Assistant must be available to work approximately 12-20 hours/week, which will include receiving at least one hour of individual supervision on a weekly basis. The salary range is $2354-3325 (Full-Time monthly equivalent. Monthly pay will be based on appointment level. For example, a 0.20 appointment with FT Monthly base of $2000 would yield $400 per month gross). This position is a 0.3-0.5 position depending on the candidate’s availability.
Application Process:
Please submit a cover letter, resumé with references, and two letters of recommendation to: Rebecca Tedesco, Peer Connections, One Washington Square, San José, CA 95192-0198 or Rebecca.Tedesco@sjsu.edu – 408-924-3346. First Screening Date: June 15, 2018. Applications will be accepted until position is filled.

Exceptions to the minimum qualifications may be granted at the sole discretion of the University.

All student positions are limited to a maximum of 20 hours/week. Graduate Assistants as exempt employees will abide by workload requirements.

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.